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22 July 1969

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director of Personnel for  
Recruitment and Placement

SUBJECT : Summary of Recruitment Division's Annual  
Report for FY 1969

1. As a result of preseason planning, recruiter effort, close support from the Office of Security, and the cooperation of academic officials, the Agency had another successful academic recruiting season and ended FY 1969 at authorized ceiling. There were only seven (7) reportable campus incidents compared with seventy-seven (77) in FY 1968, and recruiters for the most part were able to avoid demonstrations and publicity. Scheduled visits were carried out on 228 campuses and arrangements made, where deemed appropriate, to cover sixty other schools from off-campus locations.

2. Innovations during FY 1969 include:

a. reduction of the field portion of the Professional Applicant Testing Battery from eight to four hours. All test administrators have been advised that this is solely the Agency's test battery.

b. inception of an Experimental Clerical Training Program to determine the feasibility of training individuals who initially possess only marginal clerical skills to qualify as clerk typists;

c. Recruitment Division entered into contract with the College Placement Association to participate in their computerized Graduate Resume Accumulation and Distribution (GRAD) program.

3. The Cooperative Education and Summer Intern programs continue to grow, develop, and show dividends

4. Recruitment Division Plans for FY 1970 - 1971 include: increased efforts to recruit young clericals in the local area with a view to reducing attrition; increased emphasis on recruiting qualified professional, technical, and communications personnel who have completed military service; and refining techniques to recruit personnel from troubled campuses through greater emphasis on college newspaper advertising.

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